



**UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH DAKOTA**

VACANCY ANNOUNCEMENT 07-04

POSITION TITLE: Human Resources Assistant

TYPE OF POSITION: Regular, Full-time (40 hours per week)

LOCATION: Sioux Falls, South Dakota

SALARY RANGE: CL 24/1 - 24/61 (\$31,637 - \$51,475)

STARTING SALARY RANGE: \$31,637 - \$39,594 (*depending on qualifications and experience*)

OPENING DATE: Friday, June 22, 2007

CLOSING DATE: Friday, July 13, 2007

Position Overview:

The United States District Court for the District of South Dakota is seeking a full-time Human Resources Assistant. This position will serve Judicial, Probation and Pretrial Services, and District Court staff. The incumbent provides support for the human resources program.

Representative Duties:

Incumbent will assist the Human Resources Specialist in the following areas:

- ◆ Processing a variety of personnel and payroll actions such as appointments, promotions, separations, terminations, within-grade increases, quality step increases, and changes to health and life insurance.
- ◆ Maintaining and auditing the leave program and database to include receiving the bi-weekly timesheets. This also includes the administration of the Leave Sharing Program.
- ◆ Completing employment verifications.
- ◆ Tracks employees' due dates for promotions, performance evaluations and within-grade increases, and informs supervisors.
- ◆ Prepares orientation packets for new employees. Ensures new employees complete all necessary forms.
- ◆ Provides employment applications to prospective applicants. Maintains a database of all applicants. Schedules interviews. Answers routine inquiries and provides assistance to the public relating to employment.
- ◆ Prepares government identification cards. Prepares and tracks officer credentials.
- ◆ Provides information to employees on appropriate procedures for filling out personnel-related forms or on procedures for leave, worker's compensation, and other personnel functions.

- ◆ Establishes and maintains a variety of personnel-related files including individual personnel records and standard personnel and payroll forms.
- ◆ Maintains statistics for Equal Employment Opportunity reports.
- ◆ Performs other duties as assigned.

Qualifications:

To qualify for this position, a person must be a high school graduate, or the equivalent, and have a minimum one year specialized experience equivalent to work at a CL-23 level and two years of general experience. Education above the high school level may be substituted for required general experience on the basis of 1 academic year (30 semesters of 45 quarter hours) equals 9 months of experience.

General Experience: Progressively responsible clerical, office, or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Progressively responsible clerical or administrative experience which involved the routine use of keyboard skills and provided knowledge of the rules, regulations, terminology, etc. of the areas of human resources administration.

Benefits:

Employees of the United States Courts are not classified under Civil Service but are entitled to similar benefits. These benefits include:

- Ten paid holidays per year.
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days after three years, and 26 days after fifteen years.
- Paid sick leave in the amount of 13 days per year (unlimited accumulation).
- Optional participation in the Federal Employees Health, Dental, and Vision Benefit program.
- Optional participation in the Federal Employees Group Life Insurance program.
- Mandatory participation in the Federal Employees Retirement System and the Social Security retirement program.
- Optional participation in the Thrift Savings Plan (similar to a 401K plan with government matching, when eligible).
- Eligible for private long-term disability plan options.
- Eligible to enroll in a private long-term care insurance program.
- Eligible to participate in a flexible benefit program.

Additional Information:

- This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.
- Employees are required to adhere to a Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- Travel and relocation expenses will not be paid.
- Applicants must be U.S. Citizens or eligible to work in the United States.

Application Procedures:

Applicants must submit an application (AO 78 - Application for Judicial Branch Federal Employment), letter of interest, salary history and résumé with contact information including e-mail address to:

Nicole R. Stadlman
Human Resources Specialist
U.S. District Court
300 South Phillips Avenue, Suite 101
Sioux Falls, South Dakota 57104-6323

Note: The application form (AO 078) is also available at www.uscourts.gov. Click on Library, then on Forms.

United States District Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Probation/Pretrial Services Officer and Clerk may elect to select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER